

Maricopa County Policies and Procedures	Subject: Training Courses	Number: A2222 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To describe the types of training courses available from Risk Management.

B. Policy

1. Risk Management provides for safety training courses which include the following:
 - Defensive Driver Course:
The course will provide insights into how to become a better and safer driver.
 - Cardio-Pulmonary Resuscitation (CPR) Course:
The course will provide information on how to help people who have no heart beat or who have stopped breathing.
 - First Aid Course:
The course will provide a variety of first-aid knowledge to allow people to react in a positive way to medical emergencies.
2. Training aids and textbooks for the classes listed above will be provided by the instructor or vendor presenting the class. Certificates of Completion for the course will also be provided to those employees who successfully complete the requirements of the course.
 - Special Departmental Safety Training Programs
 - Elected officials and department directors are encouraged to schedule and conduct special safety training courses that relate to special work procedures, technical or heavy equipment operations, and other safety-related matters specific to a particular departmental or high-risk function.
3. Some agencies and departments have qualified Training Instructors assigned, and training is being conducted in-house. Such training procedures are encouraged and Risk Management will assist whenever requested.
4. Additionally, if time and space constraints will allow, those agencies or departments that have trained instructors are encouraged to train other interested persons from outside the agency or department.

C. Authority and Responsibility

Elected officials and department directors have the responsibility to ensure that all employees are appropriately trained in safe and effective operating procedures.

E. Procedures

1. The training classes listed should not substitute for daily and inter-department training on a continuing basis.
2. Risk Management is available to assist any County agency or department initiating or revising their internal training and safety program.